



# UNITED STATES FEDERAL JURY SERVICE



## REPORTING DATE

- You **MUST** call 1-866-313-2350 on the date and time indicated on the front of your summons.
- When calling the toll-free recorded message to receive your reporting instructions, you must have your 9-digit participant number available in order to access the system. This number appears above your name on the front of your summons.
- The recorded instructions will tell you **if** you are scheduled to report for jury duty on the next working day or **when you should call** the recording again.

## PENALTIES

Jurors who fail to report to court when instructed to do so may be served by the United States Marshals Service with an order to show cause why they should not be held in contempt of court for not appearing as instructed. Upon a finding of contempt, the Court could impose statutory penalties.

## LENGTH OF SERVICE

- You are **“on call”** for **approximately one month** beginning on the date that appears on the front of your summons.
- You are **only** required to travel to the courthouse when specifically instructed to do so via the recorded message.
- It is unlikely that you will be sequestered (kept overnight) during your service.

## TO REQUEST AN EXCUSE

- All requests must be **IN WRITING** via U.S. Mail, Fax or by using the electronic excuse form on the Court’s website ([www.flmd.uscourts.gov](http://www.flmd.uscourts.gov)).
- All requests **MUST** be submitted to the Jury Staff in the division where your jury service is to take place, no later than 5 days prior to your reporting date.
- **DO NOT** wait until your first day of jury service to request an excuse. If you do and are excused, the Court will not pay you or give you credit for that day’s attendance.
- All letters must be written by you, the prospective juror, and may not come from your employer.
- **NO** oral excuses will be taken over the phone.
- It is the juror’s responsibility to verify that an excuse has been granted.
- To check the status of a pending request for excuse, deferral or postponement (please allow 5-7 business days after submitting your request), call the automated jury information system at 1-866-313-2350 (you must have your 9 digit participant number in order to use this system.)
- If you are 70 years of age or older, care for small children, care for elderly or infirm persons and do not wish to serve, send us that information in writing and you will be excused from jury service.

## ATTENDANCE FEES, MILEAGE & SUBSISTENCE

- Jurors are paid \$40.00 per day plus the current federal government mileage allowance and tolls.
- All U.S. government employees, except postal employees, will continue to receive their regular salary in lieu of an attendance fee.
- If you live 60 miles or more from the courthouse, a subsistence allowance will be paid to you if it becomes necessary for you to spend the night.

## ATTIRE

- You are expected to conduct yourself with reserve and courtesy, and when appearing at the courthouse, must dress appropriately to preserve the dignity of the Court. No jeans or t-shirts.

## FOOD

- There is no food service in the building. However soda machines are located on the first floor of the building. For those wishing to go to lunch, local restaurant menus are available.

## QUESTIONS

- Direct questions (call collect if necessary) to Jury Staff at 352-369-4865.

## PARKING

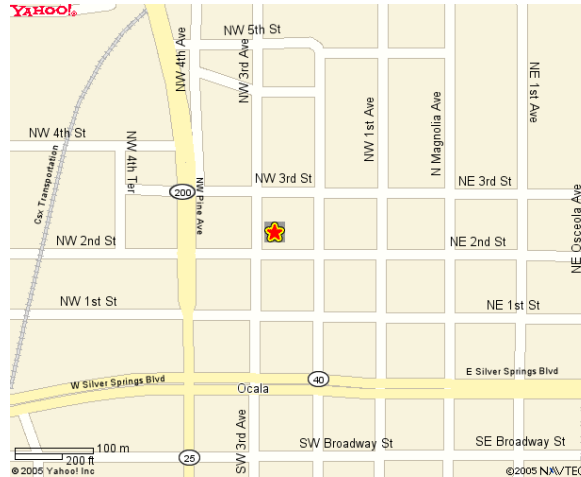
- Jurors may park in the parking lot located on the east side of the U.S. Courthouse at the corner of NW 2<sup>nd</sup> Street and NW 2<sup>nd</sup> Avenue or in the covered parking lot located at the corner of 441 and NW 2<sup>nd</sup> Street.
- You will be reimbursed for parking expenses.

## DISABLED PARKING

- Disabled jurors may check the Court's website ([www.flmd.uscourts.gov](http://www.flmd.uscourts.gov)) or contact the Jury Staff for additional information on disabled parking in Ocala.

## CHECKLIST

- ✓ Electronic devices including cellular phones, laptop computers, sound/recording equipment, photographic/broadcasting equipment are prohibited. **You will not be permitted to bring them into the building.**
- ✓ All individuals entering the building are required to proceed through a security checkpoint and have any bags, packages, purses, etc. examined through an x-ray machine.
- ✓ A valid photo ID must be shown when entering the courthouse.



## DRIVING DIRECTIONS

**From I-75 (exit 352) (S.R. 40/Silver Springs Blvd):**

- Head east - 3 miles to U.S. Hwy 441/301/27(Pine Avenue).
- Make left (heading north) onto 441, go to the next light which is NW 2<sup>nd</sup> Street and make right.
- We are the second building on the left and parking is just past the building on the left.

## United States District Court

*Golden-Collum Memorial Federal Building  
and U.S. Courthouse*

207 N.W. Second Street  
Ocala, Florida 34475  
352-369-4860

[www.flmd.uscourts.gov](http://www.flmd.uscourts.gov)



**Welcome to Federal Jury Service.**

The Ocala Division serves the following  
counties: Citrus, Lake, Marion and  
Sumter

Enclosed you will find  
**IMPORTANT** information.  
*Please read through it carefully.*